

THE CITY OF HARTFORD

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The City of Hartford is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities and persons with disabilities.



SENIOR PROJECT MANAGER

Salary Range: \$62,303.54 - \$80,104.44/ Yearly

POSITION

Vacancy is in the office of Youth Services. Under general direction, develops, implements, and evaluates complex projects and priority initiatives of the Office. Provides work direction and supervises office staff and volunteers. Directs the Office's Youth Development Practitioner Training Academy (YDPA) and teaches various components of the YDPA certification program. Monitors, reviews, and evaluates program and service delivery to ensure compliance with contractual objectives and makes recommendation changes in program operations. Maintains contacts with community groups regarding City projects where project involves inputs from the community. Acts for the Director at his/her direction or in his/her absence. Performs related work as required. This is a UNION position and the hours of work are 40 per week. The above salary includes 5% in lieu of overtime.

QUALIFICATIONS

Graduation from an accredited four-year college or university with major coursework in public administration, social work, Human Services or a closely-related field, and five (5) years of experience in Youth Development, including two (2) years of experience in a lead or supervisory capacity. Wherever possible, appropriate equivalents will be considered. **A COPY OF YOUR DEGREE OR TRANSCRIPT MUST BE ATTACHED TO YOUR APPLICATION. A DEGREE OR TRANSCRIPT SUBMITTED WILL BE VERIFIED BY THE HUMAN RESOURCES DEPARTMENT. APPLICATIONS WITHOUT PROPER DOCUMENTATION WILL NOT BE PROCESSED.**

MUST BE A BONA-FIDE RESIDENT OF THE CITY OF HARTFORD AT THE TIME OF APPLICATION.
MUST SUBMIT A COMPLETED CITY OF HARTFORD RESIDENT FORM.

EXAMINATION

Open to all applicants who meet the above qualifications. The examination will consist of rating your training and experience as contained on your application. The examination may also include a written test, an oral test, or a combination thereof. All parts of the examination, including tests and ratings, will be related to the requirements of the position. The test is designed to measure: Knowledge of basic project management concepts, principals and practices; Knowledge of Federal, State, and City laws and regulations related to project activities; Knowledge of computer systems such as Microsoft Word, Access, Excel, and Power Point; Ability to perform complex analyses and research; Ability to lead other professionals in the functions of project management; Ability to communicate clearly in both oral and in written form; Ability to maintain effective working relationships with government officials, business representatives, and the general public. If selected, you will be required to pass a physical examination administered by a City physician, a drug and alcohol screening examination, and a background test. If appointed, you will be required to serve 3-12 months of probation. This examination is subject to all Federal, State, and Municipal laws, rules and regulations.

The Human Resources Department provides reasonable accommodation to persons with disabilities in accordance with the Americans with Disabilities Act (ADA). If you need an accommodation in the application or testing process, please contact the Human Resources Department.

APPLICATIONS WILL BE ACCEPTED UNTIL FRIDAY, DECEMBER 26, 2008.

Exam No: 2557

Issued: 12/18/2008

EMPLOYMENT BENEFITS:

- Health Plan and Hospitalization
- Paid Vacations and Holidays
- Retirement Plan
- Group Life Insurance
- Sick Leave

Applications are obtained from and submitted to

DEPARTMENT OF HUMAN RESOURCES

MUNICIPAL BUILDING

550 MAIN STREET

HARTFORD, CONNECTICUT 06103

TELEPHONE (860) 543-8590

VETERAN'S PREFERENCE:

Preferential Points may be given to Eligible Veterans. Check with the Department of Human Resources.

CHANGE OF ADDRESS: It is *your responsibility* to notify the Department of Human Resources of any Change of Address on your application.